

GRADE REDUCTION TARGETS\*  
1979

Series Code	Classification Title	Agency Title (If Different)	Present Average Grade	1978	Target 1979	1980
0302	Messenger	Courier	6.1	5.7	5.3	5.0
0305	Mail and File	Info Control & Records	6.4	5.7	5.3	5.0
0312	Clerk-Stenographer & Reporter		5.5	5.3	5.0	4.7
0318	Secretary		6.7	6.5	6.3	6.0
0322	Clerk Typist		5.1	4.9	4.7	4.5
0332	Computer Operation		8.2	7.9	7.6	7.3
0343	Management Analysis		13.0	12.7	12.3	12.0
0356	Data Transcriber		5.3	5.0	4.7	4.3
0510	Accounting		13.2	12.8	12.5	12.3
1710	Education & Vocational Training	Education & Training Admin.	11.1	10.7	10.5	10.4

\*In response to OMB Bulletin No. 77-11, dated June 28, 1977.